



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Public Service Commission Transportation & Utilities Division 244 Washington Street, S.W., Room 271 Atlanta, Georgia 30334		4. Person to Contact Mr. Truman Holland	5. Working Title Util. Engr. III
		6. Tel. No. 656-4521	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATE.

8. Earliest & Latest Dates of Series 1973-date	9. Exact Series Title Electric Service Area Assignment Files
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10. What is the function of the office in which this record series is created?

The purpose of the Public Service Commission is to provide regulatory control over public transportation and utility industries in the interest of protecting individual and business consumers as well as promoting the long-term economic development of the State. The Commission fulfills this function by regulating the operation, rates, financing, schedules, and quality of service provided by the State's utility industries and transportation companies, and to investigate consumer complaints.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Area assignments and existing lines of each electrical supplier and the administration of the Georgia Territorial Service Act (House Bill #2, 1973).

Included, but not limited to, are: Two (2) maps (all counties and some cities), one depicting existing area assignments, and one depicting existing lines (sepia and blueprint copy on both); copies of loan agreements, complaints, rules and regulations, and rate schedules; documents relating to electrical supplier loans, establishment of rates, supplier rules and regulations, and construction standards.

File is arranged: Electric Service Map Files alphabetically by County, thereunder alphabetically by City; Territorial Electric Service Act Subject Files chronologically by year, thereunder alphabetically by city, county, and supplier separately.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				4 legal	8
Legal-size File Drawers	15	30	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				21	
				This Year's	Last Year's
				20	15
				15	10
			AVERAGE DAILY REFERENCES		

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?
Georgia Power has the original hand drawing of all maps. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency?
See #13 above | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?
By getting a copy from Georgia Power | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Enduring administrative needs

REQUIREMENTS. The following requires the files to be kept (See Below) years:

STATE b. ☐ STATUTE OF c. ☐ AUDIT d. ☐ FEDERAL e. ☒ ADMINISTRATIVE f. ☒ HISTORICAL
LAW LIMITATION PERIOD LAW DECISION VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See Below, then:

Electric Service Area Map Files:

- Immediately send to Archives one blueprint copy of all maps, and as new maps are drawn (when old ones are superceded) send one blueprint of each new map to Archives for permanent retention.
- When maps are superceded, destroy Current Files Area Copy of both sepia and blueprint copy immediately.

2. Territorial Electric Service Act Subject Files: Cut off files at end of each calendar year; hold in current files area two (2) years; transfer to Archives for permanent retention.

73-584

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>DRK - Records Management Officer</i>	<i>12/4/73</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>James E. Howard</i>	<i>12/4/73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	<i>12-5-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>12-4-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Threl</i>	<i>12-6-73</i>

STATE RECORDS
COMMITTEE